

TRANSMITTAL SLIP		DATE 17 August 1966
TO: Mrs. [REDACTED] Records Administration Staff, DD/S <i>[Signature]</i>		
ROOM NO.	BUILDING	
702	Magazine	<i>8/22</i>
REMARKS: I am forwarding (per Mr. [REDACTED] request) the attached sample formats to you for your use in the preparation of correspondence. Please be sure other members of your Staff who are responsible for correspondence preparation also use these as guides. All Support Offices have received the samples and have been advised that, if correspondence is not correctly prepared when received in the Office of DD/S, it will be returned to the originating office for rewrite. All members of the DD/S Staff have received the same information. Changes in format will be forwarded to you when appropriate.		
FROM: [REDACTED]		- Office of EO-DD/S
ROOM NO.	BUILDING	EXTENSION
7D18	Hqs	

FORM NO. 241
1 FEB 55REPLACES FORM 36-8
WHICH MAY BE USED.

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